

# OFFICE OF FINANCIAL AND INSURANCE SERVICES

## JOB VACANCY NOTICE

**CLASS/LEVEL:** Financial Institutions Examiner 9

**DIVISION/SECTION:** Credit Union Division

**DEADLINE TO RESPOND:** 3/27/07

~~~~~  
 INTERESTED APPLICANTS SHOULD SUBMIT A COPY OF COLLEGE TRANSCRIPTS (CANNOT ACCEPT INTERNET BASED TRANSCRIPTS), RESUME, DLEG APPLICATION AND COVER LETTER TO DLEG, OFFICE OF FINANCIAL AND INSURANCE SERVICES, HUMAN RESOURCES/BUDGET DIVISION/OFIS 07-08, P.O. BOX 30220, LANSING, MICHIGAN 48909 OR FAX TO (517) 335-1450 BY THE DEADLINE DATE.

|                         |                                                                                                                                                                                                                                           |                                                                                                                               |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| COUNTY/LOCATION         | Wayne/Southeastern Detroit Region                                                                                                                                                                                                         |                                                                                                                               |
| PAY RANGE               | \$15.84-\$21.22/hour                                                                                                                                                                                                                      |                                                                                                                               |
| DESCRIPTION OF POSITION | Assist in the examination of state-chartered credit unions as required by the Michigan Credit Union Act, PA 215 of 2003.                                                                                                                  |                                                                                                                               |
| EDUCATION               | Possession of Bachelor's degree with a business major. Degree program must include completion of a business core curriculum consisting of courses in finance, law, marketing, management, and 8 semester (12 term) credits in accounting. |                                                                                                                               |
| EXPERIENCE              | No specific amount or type is required.                                                                                                                                                                                                   |                                                                                                                               |
| SPECIAL REQUIREMENTS    |                                                                                                                                                                                                                                           |                                                                                                                               |
| RESPOND TO              | Posting No.:                                                                                                                                                                                                                              | OFIS 07-08                                                                                                                    |
|                         | Address:                                                                                                                                                                                                                                  | DLEG, Office of Financial & Insurance Services, Human Resources/Budget Division/OFIS07-08, P. O. Box 30220, Lansing, MI 48909 |
|                         | E-Mail Address:                                                                                                                                                                                                                           |                                                                                                                               |
|                         | Fax:                                                                                                                                                                                                                                      | (517) 335-1450                                                                                                                |

The State of Michigan is an Equal Opportunity Employer  
 Civil Service Rule 1-7 states: All persons offered employment in the classified service are required to submit to and pass a pre-employment drug test as a condition of employment

**This is an announcement of a position vacancy and does not constitute an offer of employment.**

**1. Position Code**  
FIEXME

**State of Michigan**  
**Department of Civil Service**  
Capitol Commons Center, P.O. Box 30002  
Lansing, MI 48909

Federal privacy laws and/or state  
confidentiality requirements protect  
a portion of this information.

**POSITION DESCRIPTION**

This form is to be completed by the person that occupies the position being described and reviewed by the supervisor and appointing authority to ensure its accuracy. It is important that each of the parties sign and date the form. If the position is vacant, the supervisor and appointing authority should complete the form.

This form will serve as the official classification document of record for this position. Please take the time to complete this form as accurately as you can since the information in this form is used to determine the proper classification of the position. **THE SUPERVISOR AND/OR APPOINTING AUTHORITY SHOULD COMPLETE THIS PAGE.**

|                                                                                                                                |                                                                                                     |
|--------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| <b>2. Employee's Name (Last, First, M.I.)</b>                                                                                  | <b>8. Department/Agency</b><br>LABOR AND ECONOMIC GROWTH                                            |
| <b>3. Employee Identification Number</b>                                                                                       | <b>9. Bureau (Institution, Board, or Commission)</b><br>OFFICE OF FINANCIAL AND INSURANCE SERVICES  |
| <b>4. Civil Service Classification of Position</b><br>FINANCIAL INSTITUTIONS EXAMINER 9                                        | <b>10. Division</b><br>OFFICE OF FINANCIAL EVALUATION                                               |
| <b>5. Working Title of Position (What the agency titles the position)</b><br>EXAMINER TRAINEE                                  | <b>11. Section</b><br>CREDIT UNION DIVISION                                                         |
| <b>6. Name and Classification of Direct Supervisor</b><br>, REGIONAL SUPERVISOR<br>FINANCIAL INSTITUTIONS MANAGER 14           | <b>12. Unit</b><br>EXAMINATIONS SECTION                                                             |
| <b>7. Name and Classification of Next Higher Level Supervisor</b><br>, ASSISTANT DIRECTOR<br>FINANCIAL INSTITUTIONS MANAGER 15 | <b>Work Location (City and Address)/Hours of Work</b><br><br>8:00 A.M. - 5:00 P.M., MONDAY - FRIDAY |

|                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>14. General Summary of Function/Purpose of Position</b><br>Assist in the examination of state-chartered credit unions as required by the Michigan Credit Union Act, PA 215 of 2003. |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|                                   |
|-----------------------------------|
| <b>For Civil Service Use Only</b> |
|-----------------------------------|

**15. Please describe your assigned duties, percent of time spent performing each duty, and explain what is done to complete each duty.**

**List your duties in the order of importance, from most important to least important. The total percentage of all duties performed must equal 100 percent.**

Duty 1

**General Summary of Duty 1** % of Time 75

CREDIT UNION EXAMINER TRAINEE

**Individual tasks related to the duty.**

- Assist in the on-site examination of state-chartered credit unions, under the supervision of a senior credit union examiner, to determine their financial condition and to ensure they are operating in a safe and sound manner and in accordance with state and federal statutes.

Duty 2

**General Summary of Duty 2** % of Time 25

**Individual tasks related to the duty.**

- Perform such examinations as the examiner-in-charge of less complex credit unions with guidance from senior credit union examiners. Perform other duties as assigned.

Duty 3

**General Summary of Duty 3**

**% of Time** \_\_\_\_\_

**Individual tasks related to the duty.**

- 

Duty 4

**General Summary of Duty 4**

**% of Time** \_\_\_\_\_

**Individual tasks related to the duty.**

-

Duty 5

**General Summary of Duty 5**

**% of Time** \_\_\_\_\_

**Individual tasks related to the duty.**

- 

Duty 6

**General Summary of Duty 6**

**% of Time** \_\_\_\_\_

**Individual tasks related to the duty.**

-

16. Describe the types of decisions you make independently in your position and tell who and/or what is affected by those decisions. Use additional sheets, if necessary.

Adjustments to the scope of my assignment during an on-site examination. The individuals affected by these decisions are the examiner-in-charge and, possibly, the credit union officials.

17. Describe the types of decisions that require your supervisor's review.

A supervisor's review would be needed when a change to my assignment could affect the output of the examination.

18. What kind of physical effort do you use in your position? What environmental conditions are you physically exposed to in your position? Indicate the amount of time and intensity of each activity and condition. Refer to instructions on page 2.

Field examiners are temporarily assigned to various locations throughout Michigan for one or two days up to several weeks. Their duties and tasks are performed in temporary office facilities provided by the financial institution being examined and include considerable sitting, occasional standing and walking, limited lifting, periodic microcomputer usage and normal office routines. Position requires daily in-state travel by automobile and out-of-state travel usually by air. Overnight travel is required.

19. List the names and classification titles of classified employees whom you immediately supervise or oversee on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

| <u>NAME</u> | <u>CLASS TITLE</u> | <u>NAME</u> | <u>CLASS TITLE</u> |
|-------------|--------------------|-------------|--------------------|
| None.       |                    |             |                    |

20. My responsibility for the above-listed employees includes the following (check as many as apply):

- |                                                             |                                                            |
|-------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work.                      |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work.                     |
| <input type="checkbox"/> Approve leave requests.            | <input type="checkbox"/> Review work.                      |
| <input type="checkbox"/> Approve time and attendance.       | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand.                  | <input type="checkbox"/> Train employees in the work.      |

21. I certify that the above answers are my own and are accurate and complete.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NOTE: Make a copy of this form for your records.**

**TO BE COMPLETED BY DIRECT SUPERVISOR**

- 22. Do you agree with the responses from the employee for Items 1 through 20? If not, which items do you disagree with and why?**  
I agree.

- 23. What are the essential duties of this position?**

To complete portions of the examination as directed by the examiner-in-charge. To examine problem free institutions and complete an examination report in accordance with the Michigan Credit Union Act, PA 215 of 2003.

- 24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

- 25. What is the function of the work area and how does this position fit into that function?**

The function of this work area is the regulation and supervision of Michigan's state-chartered credit unions and credit union service organizations as required by the Michigan Credit Union Act, PA 215 of 2003. This position is the entry-level position in the examiner series. Employees in this position continually acquire the knowledge and skills necessary to effectively examine financial institutions.

**26. In your opinion, what are the minimum education and experience qualifications needed to perform the essential functions of this position.**

**EDUCATION:**

Possession of Bachelor's degree with a business major. Degree program must include completion of a business core curriculum consisting of courses in finance, law, marketing, management, and 8 semester (12 term) credits in accounting.

**EXPERIENCE:**

None.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Position requires tact and professional diplomacy in dealing with complex and sensitive matters relating to financial institutions regulation. Employee must be able to learn, retain and apply complex financial theory and statutory requirements and function in a field/group environment with on-the-job supervision.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None.

*NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.*

**27. I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.**

\_\_\_\_\_

**Supervisor's Signature**

\_\_\_\_\_

**Date**

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

**28. Indicate any exceptions or additions to the statements of the employee(s) or supervisor.**

**29. I certify that the entries on these pages are accurate and complete.**

\_\_\_\_\_

**Appointing Authority's Signature**

\_\_\_\_\_

**Date**